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**Services**



**OPERATING THE CADET DINING FACILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements AAFP 34-1, *Food Service*, and references AFI 34-401, *Food Service Management*. It establishes operating responsibilities and procedures for the USAF Academy Cadet Dining Facility. It applies to all USAFA activities including tenants.

***Summary of Revisions***

Clarifies and updates responsibilities and authorized use of the Cadet Dining Facility; replaces changes formerly contained in policy letters.

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**1. Operating the Dining Facility (Mitchell Hall)** . The Commander, 34th Services Squadron (34 SVS/CC), operates the Cadet Dining Facility, Mitchell Hall, to provide complete subsistence for the Air Force Academy Cadet Wing and to USAF Academy activities directly related to the Cadet Wing.

## **2. Who May Eat in Mitchell Hall:**

**2.1. Cadets and Others Authorized** . Although the dining facility exists for cadets, other authorized users may subsist there as well, so long as they reimburse the dining facility at the current Table of Rates. Under this instruction, consuming any part of a meal is considered consuming a full meal and all charges apply. Authorized users must also pay a surcharge unless they are exempted in this instruction.

**2.2. Diners Other Than Cadets or Employees.** Persons other than cadets or employees listed in paragraph **2.3.1.** may subsist at a special meal or meals, if doing so is in the best interest of the Academy. The following officials may make that determination: The 34th Training Wing Commander, 34th Support Group Commander, or 34th Services Squadron Commander.

### **2.3. On-Duty Diners:**

2.3.1. On-duty employees of Mitchell Hall may eat in the dining facility at the current Table of Rates. Employees who are guests at special functions pay the full special meal rate and surcharge.

2.3.2. The following individuals may eat in the dining facility at the current Table of Rates if consumption of the meal is a function of their duty. By signing the cash collection sheet without paying the surcharge, they certify that attendance at the meal was, in fact, a duty function. Prior notification is requested, but not required. They pay full special meal price and applicable surcharge for special functions.

2.3.2.1. Superintendent/Vice Superintendent (HQ USAFA/CC/CV).

2.3.2.2. 10th Air Base Wing Commander/Vice Commander (10 ABW/CC/CV).

2.3.2.3. Command Surgeon (10 MDG/CC); Chief, Environmental Health Services (10 AMS/SGPM).

2.3.2.4. Aide-de-Camp, Superintendent (HQ USAFA/CCA).

2.3.2.5. Director of Protocol (HQ USAFA/PA) or a protocol-sponsored escort (only when escorting authorized guests).

2.3.2.6. 34th Training Wing Commander/Vice Commander (34 TRW/CC/CV).

2.3.2.7. Executive Officer to the 34th Training Wing Commander (34 TRW/CCE).

2.3.2.8. 34th Support Group Commander/Deputy Commander (34 SPTG/CC/CD).

2.3.2.9. 34th Training Group Commander/Deputy Commander (34 TRG/CC/CD).

2.3.2.10. 34th Education Group Commander/Deputy Commander (34 EDG/CC/CD).

2.3.2.11. 34th Operations Group Commander/Deputy Commander (34 OG/CC/CD).

- 2.3.2.12. Director, Center for Character Development (34 TRW/CWC).
- 2.3.2.13. Group/Deputy Group Air Officers Commanding (AOCs).
- 2.3.2.14. Squadron and Associate Air Officers Commanding (AOCs).
- 2.3.2.15. Wing and Group Superintendents.
- 2.3.2.16. Dean and Vice Dean of the Faculty, Executive Officer on official duty, and Dept/Staff Agency heads on official duty (HQ USAFA/DF).
- 2.3.2.17. Director and Deputy Director of Athletics (HQ USAFA/AH/AHV).
- 2.3.2.18. Director of Admissions (HQ USAFA/RR).
- 2.3.2.19. Staff members of the Department of Athletics (when accompanying athletes).
- 2.3.2.20. Chaplains assigned to cadet-related functions.
- 2.3.2.21. Military Training Advisors, Associate NCOs, Squadron Training Officers, Squadron Professional Ethics Officers, Cadet Squadron Mentors, Associate AOCs for Academics, and Squadron Athletic Representatives.
- 2.3.2.22. Faculty and Staff Officers invited on a once a month basis to join a cadet squadron for breakfast or noon meal formation.
- 2.3.2.23. Inspector General (HQ USAFA/IG) and staff (as part of an official inspection).

**2.4. Visiting Athletes.** Visiting athletic teams and athletic recruits authorized through coordination with the Special Services Flight (34 SVS/SVS) may eat in the dining facility. The surcharge applies. The Athletic Department provides athletic recruits with meal tickets that must be turned in to the waiter supervisor. Reimbursement will be billed to the Athletic Department for each ticket received. Staff members of the Athletic Department may dine at training tables with visiting team members and their staff. Tickets are not required; however, a charge authorization must be validated.

**2.5. Civilian Guests.** Because the breakfast and noon meals are military formations, civilians normally may not attend. Neither cadets nor authorized diners may have guests (military or civilian friends/relatives) at either of these meals. Cadets may invite guests, civilian or military, to optional breakfast, evening, and weekend buffet meals only. Guests pay for meals at the appropriate rate and surcharge.

**2.6. Cadet Candidates.** Bona fide cadet candidates (registered with the Admissions Office (HQ USAFA/RR)) may dine with the Wing when escorted by a cadet. They pay for meals at the appropriate rate and surcharge. The HQ USAFA/RR notifies the 34 SVS/SVS, in writing, of the cadet escort's name and the number of candidates no later than 1-week prior to the day of the visit.

**2.7. Cadets of Other Academies.** Cadets of other service academies visiting the USAF Academy on official invitations subsist at the expense of the Cadet Subsistence Fund. Non-reimbursable support has traditionally been a matter of exchange with other service academies.

**2.8. Other Diners.** To eat in Mitchell Hall, other personnel not on the list of authorized diners require prior coordination and approval by the Chief of 34 SVS/SVS; Commander, 34th Services Squadron; or Commander, 34th Support Group. These personnel pay for meals at the appropriate rate. Special "orientation groups" may dine on the main floor with the Cadet Wing, provided prior

coordination between the AOC or Protocol (HQ USAFA/CP), and Mitchell Hall, occurs. Tickets are required. Cadets must escort all guests.

**2.9. Guest Charges.** Guests must pay for meals at the appropriate Table of Rates. For special functions, guests pay at a rate determined 34 SVS/SVS with surcharge. Children under 12 attending special functions normally pay half the meal rate and full surcharge.

**3. Supporting Special Functions Outside Mitchell Hall.** Support for special functions may be provided when 34 SVS/CC determines doing so does not interfere with the dining facility's ability to perform its mission of feeding the Cadet Wing.

**3.1. Who Receives Support for Special Functions?** Those people and organizations who may receive catering support (raw food stuffs or pre-cooked items) outside the dining facility after coordination with 34 SVS/SVS are as follows:

3.1.1. HQ USAFA/CC, 34 TRW, HQ USAFA/DF, and HQ USAFA/AH hosting special functions when such functions represent an extension of food service to the Cadet Wing. In addition, waiter support can be provided in HQ USAFA/CC and 34 TRW/CC homes when Mitchell Hall food is provided.

3.1.2. Cadet Chaplain annual welcome-back activity specifically for cadets. This support is non-chargeable if in lieu of a regularly scheduled meal; otherwise, it must be reimbursed from the HQ USAFA Chaplain-controlled funds.

3.1.3. Official USAF Academy functions in direct connection with the Cadet Wing when authorized by HQ USAFA/CC, 34 TRW/CC, or 34 SVS/CC.

**3.2. Support for Picnics.** Picnic support starts the first weekend of the new academic year and ends 1 May. No picnic support is available during normal closed down or leave periods; *i.e.*, Thanksgiving, Christmas, and Spring Break. The 34th SVS issues bulk picnic supplies on weekends (Friday, Saturday, and Sunday) and holidays. Because of workload, Mitchell Hall can support no more than 8 picnics on any 1 day. It does not issue grills.

3.2.1. To obtain support, deliver one copy of USAFA Form 19, **Food/Picnic Request**, to Special Services, Mitchell Hall, Room 415) not later than 10 workdays before the picnic. Only those items listed are available.

3.2.2. The following are authorized to receive picnic support:

3.2.2.1. Group or Squadron AOCs may hold one picnic per month for their squadrons or groups and may hold their picnic at private homes. AOCs must approve, in writing, all squadron picnics.

3.2.2.2. Each head varsity coach may hold one picnic per month for her or his varsity team. Head coaches must approve, in writing, all picnics.

3.2.2.3. Each department head or the department's recognized cadet club may hold one picnic per month. Department heads must approve, in writing, all picnics.

3.2.2.4. Each sanctioned cadet club (extracurricular activities) may hold one picnic per month. All club Officers in Charge (OICs) must approve, in writing, all picnics.

3.2.3. Users may pick up picnics supplies on Friday, after 1600, and anytime on Saturday and Sunday. If this time cannot be met, contact Special Services, Mitchell Hall, Room 415, during duty hours, Monday through Friday; or extension 3-4601 after duty hours, weekends, and holidays. Unless users make advanced arrangements, nonperishable items will be returned to stock, and squadrons will be billed for perishable items.

3.2.4. The Cadet-in-Charge or Officer-in-Charge (CIC/OIC) must ensure the proper handling of perishable and nonperishable items.

3.2.5. The CIC or OIC must ensure that all requested food and equipment items are available before certifying USAFA Form 19.

3.2.6. Mitchell Hall will absorb costs at the current Table of Rates per cadet, but users must reimburse any amount over that allowance. The CIC or OIC must provide accurate guest counts and submit payment for guests to 34 SVS/SVS 24 hours before the scheduled function. The AOCs/OICs must ensure that all noncadet guests at functions pay for any Mitchell Hall-provided food before the day of the scheduled picnic. Noncadets pay the current food cost plus surcharge.

**3.3. Support for Overnight Trips.** Squadron-sponsored overnight trips to Farish and other week-end-long club activities receive only issued canned goods or dry, prepackaged food items.

#### **4. Issuing Box Lunches and Pre-Game Meals:**

**4.1. When Cadets Receive Box Lunches.** Box lunches are authorized for cadets or cadet groups (one per individual) whose approved official function precludes eating in Mitchell Hall (*e.g.*, Airman-ship Training, athletic events, etc.). Organizations must schedule early or late meals in lieu of box lunches whenever possible. Organizations may not request box lunches merely for convenience in support of squadron, class, club meetings, or athletic practice sessions. Users must consume box lunches within 5 hours of issue.

4.1.1. Clubs or departments on a trip may be authorized box lunches when Mitchell Hall approves; however, the CIC or OIC should request an early meal in lieu of box lunches when ever possible.

4.1.2. Box lunch requests should be submitted a minimum of 10 workdays before the date needed by delivering USAFA Form 19 to the Special Services, Room 415C, Mitchell Hall Staff Tower.

**4.2. Box Lunches for Cadets on Bed Rest.** The physician who places a cadet on bed rest determines whether the cadet receives a box lunch or dines in Mitchell Hall. If the cadet is to receive a box lunch, the physician so indicates on the **Cadet Injury Illness Report** and specifies whether the cadet should receive the regular box lunch menu or clear liquid diet.

**4.3. Reimbursement for Box Lunches.** Mitchell Hall provides box lunches for cadets on a non-reimbursable basis. Noncadets pay for box lunches and surcharges as specified in the current Table of Rates maintained in 34 SVS/SVS unless the requirement for the box lunch is a function of official duties.

**4.4. Pre-Game Meals.** The Athletic Department may request pre-game meals for all intercollegiate athletic teams, in writing, at least 10 workdays prior to the meal.

#### **5. Reimbursing Food Expenses for Cadet Social Training:**

**5.1. Who Receives Reimbursement.** 34th Training Group Commander and Deputy, and Group/Squadron AOCs receive a reimbursable allowance of \$200 for the fiscal year in support of cadet social training. Only the cost of food and nonalcoholic beverages may be reimbursed. The Cadet Subsistence Fund cannot pay for service, tips, supplies, taxes, or surcharges. Reimbursement is only authorized for cadet meals and not for commanders, AOCs, guests, or family members. The 34 TRW/CC is not authorized social training funds because he or she can order food from Mitchell Hall.

**5.2. Direct Cadet Support.** Reimbursement can be applied to functions in the home or squadron but can be used only to offset the cost of food provided in direct support of cadets. Reimbursement is prorated based upon the number of cadets and noncadets in attendance.

**5.3. How to Get Reimbursed.** Those who seek reimbursement must provide itemized receipts or invoices and allow 5-10 workdays for processing payment.

5.3.1. 34 SVS will provide cumulative totals monthly. Group AOCs have the authority to transfer funds from one squadron to another by the end of the academic year. Request for transfer of funds up to \$300.00 must be in writing and forwarded to 34 SVS/SVS for necessary action.

5.3.2. Address questions on account balance or administrative procedures to 34 SVS/SVS.

**5.4. Cadet Unit Level Training Fund.** Funds are designated for use by authorized 34th Training Wing and Dean of the Faculty personnel in support of programs associated with cadet social events.

**5.4.1. Authorized Use of Funds.** Cadet Unit Level Training Funds (CUL) are authorized for the purchase of light refreshments such as cake, coffee, punch, and cheese or fruit trays. They cannot be used to offset the cost of a cadet meal. Examples of when CUL funds can be used include open houses, receptions, and orientations. Unauthorized uses of this fund are sales tax, tobacco purchases, alcoholic beverages, meals, buffets, banquets, heavy hors d'oeuvres, serving costs, and paper products.

**5.4.2. Personnel in the Positions Listed Below are Authorized the Use of These Funds.**

5.4.2.1. 34 TRW/CC.

5.4.2.2. Group AOCs (4 total).

5.4.2.3. Squadron AOCs (40 total).

5.4.2.4. 34 EDG/CC.

5.4.2.5. 34 OG/CC.

5.4.2.6. 34 SPTG/CC.

5.4.2.7. 34 TRG/CC.

5.4.2.8. 34 TRW/CWC.

5.4.2.9. HQ USAFA/DF.

5.4.2.10. Faculty Department Heads (19 total).

5.4.2.11. The Office of the Registrar (HQ USAFA/DFR).

**5.4.3. How To Get Reimbursed.** Each authorized agency is allocated its funding on a fiscal year basis (Oct-Sep). Agencies submit a memorandum to 34 SVS/SVS requesting the use and approval

of funds 7 days prior to the event. All original receipts should be submitted the following work-day after the event.

**6. Reimbursing Cadets for Food Expenses.** Cadets may request reimbursement at the current Table of Rates when they miss a meal because assigned official business away from the Academy prevents them from eating in Mitchell Hall and if box meals support is not provided. Missed meals reimbursement is not authorized due to recreational or social activities. Requests must be approved by 34 SVS/SVS 7 days before an anticipated absence. Following the absence, submit a memorandum, signed by the CIC or OIC, containing cadets names, social security numbers, and original food expense receipts. Allow 5-10 work-days for processing payment.

**7. Paying for Subsistence.** Advance payment for all meals is required unless coordinated with 34 SVS/SVS in advance. 34 SVS will settle charge accounts according to the instructions provided with the invoice.

7.1. Due to the frequency of use, the following have been established and are billed on a recurring basis.

7.1.1. Superintendent's Contingency Fund.

7.1.2. Superintendent's Mission Support Fund.

7.1.3. USAF Academy Athletic Association.

7.1.4. Morale, Welfare and Recreation Fund.

## **8. Guest Dining on the Main Floor:**

### **8.1. Which Meals:**

8.1.1. Cadets may invite guests, civilian or military, to optional buffet meals only. Guests who dine on the main floor must purchase tickets from the cashier, located on the Staff Tower.

8.1.2. Military members (in uniform) and civilian faculty who are guests of the Cadet Wing may dine during mandatory formation meals. Cadets who wish to invite guests for mandatory meals must request approval in advance from the Special Services Flight Chief. Guests must have tickets.

8.1.3. Special functions and banquets may be authorized to use the main dining floor at the discretion of the 34 SVS/CC. 34 SVS/SVS provides appropriate advance notice and instructions.

**9. Managing Cadet Nutrition.** Mitchell Hall provides a number of menus to support cadet health and nutrition in support of the Cadet Clinic. These menus include the following:

9.1. Weight Gain--assigned by 34 SVS/SVNN with concurrence of the AOC. All cadets who desire to participate in this program must first see the dietitian and receive permission from their AOC. Weight gain tables are provided on weekdays at the lunch meal for cadets who meet two of the three following criteria:

9.1.1. Initial body weight of less than or equal to 80-83 percent of desirable body weight.

9.1.2. Recent illness or recent (in less than 3 months) weight loss of approximately 10 pounds or more.

9.1.3. Percent body fat measured at less than 10 percent for men and less than 17 percent for women.

9.2. Light Tables--assigned by 34 SVS/SVNN with concurrence of AOC. Light menus are provided on weekdays at the lunch meal for cadets who wish to monitor their weight and decrease caloric consumption voluntarily. The dietitian may assign cadets on the Weight Management Program to these tables after coordinating with the AOC.

9.3. Dental Soft--requires **Cadet Injury/Illness Report**, assigned by 34 SVS/SVNN.

9.4. Soft Bland--requires **Cadet Injury/Illness Report** assigned by 34 SVS/SVNN.

9.5. Clear Liquid--requires **Cadet Injury/Illness Report** assigned by 34 SVS/SVNN.

9.6. Bed Rest--requires **Cadet Injury/Illness Report**.

**10. Arranging Special Functions.** Banquets should be requested 2 months in advance. Formals, and use of the Informal Dining Room through the Mitchell Hall Special Services Flight, need to be scheduled at least 30 days before the requested date.

## **11. Using Special Dining Areas:**

**11.1. Staff Tower.** The Staff Tower is reserved for HQ USAFA/CC, 34 TRW/CC, HQ USAFA/DF, and HQ USAFA/AH. Cadet Wing and Group Staffs each have a table reserved permanently. Key staff may use the Staff Tower on a space-available basis.

11.1.1. The best interest of the Air Force Academy is served by entertaining certain groups of visitors on the Staff Tower. Historically, this privilege has been extended to Congressional staffers, Board of Visitors, and educators who are key elements in admissions, academics, and policy matters. 34 SPTG/CC determines final eligibility to dine on the Staff Tower.

11.1.2. During the academic year, the Staff Tower is normally open Monday-Friday during sit-down meals. For anyone other than those listed in paragraph [11.1.](#), request use of the Staff Tower, in writing, to 34 SVS/SVS at least 10 workdays before the requested date.

**11.2. Formal Dining Room.** Cadet Squadrons, recognized cadet clubs, and other groups approved by 34 SVS/SVS may reserve the Formal Dining Room during the academic year on Tuesday through Thursday evenings. USAFA Form 19 should be submitted to the 34 SVS/SVS a minimum of 30 days in advance for tentative approval. The maximum capacity of the room is 134; the minimum 75. Functions must normally meet the following criteria:

11.2.1. The function must be sponsored by and primarily for cadets and have at least 75 people in attendance.

11.2.2. A special menu coordinated with 34 SVS/SVS not later than 30 days before the function.

11.2.3. Only one formal function may be booked by an organization per semester.

11.2.4. The organization CIC/OIC completes arrangements using **Mitchell Hall Special Function Agreement** at 34 SVS/SVS. Signing the **Mitchell Hall Special Functions Agreement** constitutes a contract so that Mitchell Hall will be reimbursed for the full cost of food plus surcharge for all noncadet meals. Mitchell Hall will be reimbursed for cadets who are no-shows. Reim-



bursement will be the difference between food cost and the authorized cadet meal rate for the appropriate meal.

11.2.5. The CIC/OIC reimburses the 34th Services Squadron for all costs incurred for guests and pays for the function no later than 1000 on the day it is scheduled. The CIC/OIC is responsible for the accuracy of the meal count. Any cancellations must be made 36 hours in advance. The CIC/OIC may obtain reimbursement for advance payment by notifying 34 SVS/SVS.

**11.3. Informal Dining Room.** The Informal Dining Room may be reserved Monday through Thursday evenings (except holidays, leave periods, and Graduation Week) for functions sponsored by and primarily for cadets, not exceeding 80 persons. Meals in the Informal Dining Room are served family style. Guests pay at the door.

11.3.1. To reserve the informal dining room, deliver USAFA Form 19 to 34 SVS/SVS 10 work-days before the request date. Request one entree from the meal of the day.

11.3.2. Provide an accurate meal count to 34 SVS/SVS 1 day before the function.

## **12. Smoking and Drinking Restrictions in Mitchell Hall:**

12.1. No one--employees or using organizations--may bring or serve alcoholic beverages in the Formal Dining Room.

12.2. With 34 TRW/CC approval, alcoholic beverages may be served at the 100th Night Celebration, the Ring Dining-Out, the Enlisted Awards Banquet, and First Class Cadet dinners.

12.3. Smoking in Mitchell Hall is prohibited at all meals or special functions.

12.4. Mitchell Hall employees may smoke outside the building only in approved designated areas.

**13. Using Supplies and Equipment.** Mitchell Hall provides expendable supplies for approved functions, scheduled Cadet Wing events, and events for which Mitchell Hall provides subsistence.

13.1. All equipment lent in support of Mitchell Hall food service programs must be signed out at the south dock. Outside agencies must sign a hand receipt for any equipment leaving the building.

13.1.1. If the user does not return items by the suspense date on the AF Form 1297, **Temporary Issue Receipt**, Materiel Support personnel (34 SVS/SVOF) will contact the responsible individual to recover all items due. If recovery is not made within a reasonable time, 34 SVS/SVOF will initiate the process to collect funds from the responsible individual.

13.1.2. Materiel Support (34 SVS/SVOF, Room 212C, Mitchell Hall) keeps constant check on all types of Cadet Dining Facility property. Lost or damaged property will be collected for under DODR 7000-14 Volume IV, **Financial Management Regulation** and AFM 23-110, *USAF Standard Base Supply System, Vol II, Part Two*.

**14. Accounting Systems for Mitchell Hall.** Although the USAF Academy Cadet Subsistence Fund is exempt from part of AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, and AFI 65-107, *Nonappropriated Funds Financial Management Oversight Responsibility*, all parts pertaining to the accrual method of accounting apply. Financial reporting follows requirements established in DODI 1338.17, *Funding Military Academy Dining Hall Operations*.

**14.1. Supporting Disaster Relief and Exercises.** When directed by the Superintendent, HQ USAFA and 34 SVS/CC will assist the 10th Services Squadron (10 SVS) with disaster relief activities and USAF Academy Search and Recovery exercises involving noncadets. The 10 SVS or other personnel participating in these activities will pay for meals at the appropriate rate and surcharge if applicable.

HEDY C. PINKERTON, Col, USAF  
Commander, 34th Training Wing